



Passports by Appointment

Please bring with you -

- Completed DS-11 Passport Application - *Please do NOT sign!*
- 2 Passport Photos - *Must meet the criteria of the US Department of State*
- Driver's License
- Expired Passport Book - *if applicable*
- Original Birth Certificate - *with raised seal*
- Check or money order payable to Department of State for \$110. Children 15 and under are \$80. Passports Cards are \$30 for adults and \$15 for children 15 & under.
- Check, money order or cash payable to Grosse Pointe Woods for \$25.00 - *must be a separate payment.*
- NO credit/debit cards are accepted.

For passport applications or additional information, please visit the Official Passport website at www.travel.state.gov or visit Grosse Pointe Woods City Hall.

Children 16 and younger must be accompanied by BOTH parents!

The passport applicant must be present!

Please call the office to make your appointment at 313-343-9955.

We cannot hold your passport application for any length of time. If your application cannot be completed at the time of your appointment, it must be returned to you and a new appointment will need to be made. If a passport application has already been signed by the Passport Acceptance Agent, and you cannot finish the passport process, it MUST be shredded and a new application will be given.



Passport Renewals

If you can answer *yes* to all of the questions below, you can renew your passport application by mail, using the DS-82 form:

- I can submit my most recent U.S. passport book or card the application.
- I was at least 16 years old when my most recent U.S. passport book or card was issued.
- I was issued my most recent U.S. passport book or card less than 15 years ago.
- I use the same name as on my most recent U.S. passport book or card

- or -

- I have had my name changed by marriage or court order and can submit proper documentation to reflect my name change.

Please visit www.travel.state.gov to print the DS-82. Instructions are found on the application to assist you with the renewal.